



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	DIRECTOR, LABORATORY QUALITY (LSMo10)
<b>POSITION NUMBER:</b>	00052397
<b>LOCATION:</b>	TIFTON, GA
<b>POSTING DATE:</b>	JULY 13, 2016
<b>APPLICATION DEADLINE:</b>	JULY 19, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	L
<b>ENTRY SALARY:</b>	COMMENSURATE WITH EDUCATION AND EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

### **DESCRIPTION OF DUTIES:**

**1. Directs all aspects of laboratory quality assurance programs.** Oversees implementation of policies, procedures and methods necessary to assure quality of analytical results produced by all sections of the Laboratory Division, including food safety, food quality, pesticide, seed, fertilizer, feed, grain grading, metrology and fuel laboratories. Provides QA review of violative samples. Manages activities of other QA personnel.

**2. Attains and manages applicable accreditation in each laboratory section.** Priority will be to attain ISO 17025 accreditation of food microbiological and chemical testing laboratory sections as well as animal feed section. Administers document control system and performs internal audits.

**3. Administers laboratory safety programs.** Manages chemical hygiene plan, provides annual Right-to-Know training and performs safety audits.

**4. Assists Program Directors and Program Managers in implementation of new methods and technologies.** Performs method validation and/or verification studies to address new requests by clients.

**5. Assists Division Director with administrative duties.** Participates in budget, finance, purchasing and personnel management, and strategic planning. May administer federal grant in support of ISO accreditation.

**6. Other Duties as Assigned.**

**MINIMUM QUALIFICATIONS:** Bachelor's degree in a hard science discipline from an accredited college or university AND three years of supervisory experience in a laboratory setting OR a bachelor's degree in any related discipline from an accredited college or university and five years of related experience, three of which must be in a leadership/administrative role OR two years of experience at the lower level position equivalent.

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Advanced degree in chemistry, biology, agriculture or related field;

- Experience in analytical sciences, particularly analysis of animal feeds and/or microbiology;
- Supervisory experience in analytical or regulatory laboratory;
- Training or experience in quality management, or in an ISO 17025-accredited laboratory;
- Excellent written and verbal communications skills; and
- Ability to work well with others.

**HOW TO APPLY:** (We accept state applications by any method listed below. Resumes may be submitted in addition to the state application.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**